

**The Adorni Recreation Center
Conference Room Information Sheet
1011 Waterfront Drive, Eureka, CA 95501
441-4248 or 441-4244**

Thank you for choosing the Adorni Center for your Group's rental needs. Below is a list of useful information to help make your meeting a success. While you are renting the Conference Room, the rest of the Adorni Center remains open to the public for access to the gymnasium, weight and aerobics room. We have accessible parking as well as a beautiful view of the harbor.

Rental Fees:

- \$12.00 per hour.
- \$6.00 per hour for non-profit groups and government agencies with a valid tax exempt number.
\$50.00 *separate cleaning deposit for any food and/or drink.**
**This amount will be deposited into a temporary holding account and will not be refunded until the end of the calendar year.*

Rental Information:

- **THE CONFERENCE ROOM MAY NOT BE USED FOR ANY COMMERCIAL PURPOSE INCLUDING BUT NOT LIMITED TO SALES, COMPANY PROMOTION AND REVENUE GENERATING CLASSES.**
- All emergency exits must remain open to traffic for the duration of the meeting.
- Thumb tacks, push pins, nails and tape are prohibited on the Conference Room walls. (Mini suction cups or UH-HU Hold It adhesive putty can be purchased from an office supply store for hanging displays.
- **Room capacity is set at 30 people for the Conference Room.**
- No candles or open flame at any time.
- The Adorni business phone is unavailable for public use. A pay phone is available on site.
- Access behind the Adorni counter is limited to Adorni staff only.
- **Access to Adorni office equipment is not available to outside groups.**
- Adorni kitchen facilities are limited to water access only. Arrangements can be made for kitchen rental.
- Storage of equipment and supplies is prohibited.
- **The Room will be set-up in a standard layout (Two large 3 X 8 tables side by side with a 3 X 6 on the end. Seats set-up for 18-20 people). Special arrangements are at the discretion of the Recreation Supervisor and Recreation Assistant. Layouts that require an additional staff member will not be permitted unless arranged at least one week in advance.**

**Failure to return room to the standard layout will result in
denial of all future rentals.**

ITEMS AVAILABLE FOR YOUR USE:

Furniture:

Chairs, Padded turquoise
Banquet Tables, 3 X 6 and 3 X 8
Easels

Audio-Visual Equipment:

25" TV & VCR
Overhead Projector
Dry-Erase Board & Pens
Podium w/ PA System

Please call for availability of items.

ITEMS YOU SHOULD PROVIDE:

Tools
Extension cords, Power strips
Masking & Scotch Tape
Paper
Writing Implements
Scissors
Stapler
Adhesive putty, suction cups

FOR MORE INFORMATION PLEASE CALL 441-4244

Updated 9/19/08